

The Haberdashers’ Aske’s Boys’ School

Job Description

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Role:** Temporary Music Assistant, from September 2019 to July 2020 – with possible extension to permanent contract

**Reporting to:** Director of Music

**Overview:** The successful candidate will assist with the smooth and efficient operation of all practical aspects of both academic and extra-curricular musical life of the school.

Hours**: 37.5 hours per week, this is a term time only position**

Your hours of work will be as arranged with the Director of Music, during term time. In addition, you may be required to work at other times as may reasonably be required for the proper performance of your duties.

**Role will include but not be limited to the following duties:**

**Responsibilities**

# General Duties

* Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
* Assist full time music staff in preparation and delivery of lessons. E.g. Music ICT lessons (team staffing), practical percussion lessons, listening to and assisting pupils working on the keyboards
* Prepare and set up for all major rehearsals. Organise practice parts.
* Assist instrumental staff in preparing boys for performance exams. Practice sessions with the piano accompaniment etc
* Accompany and rehearse with boys for GCSE / A Level performance exams and ABRSM exams as appropriate.
* Clear away after rehearsals.
* Assist with tuning of instruments before rehearsals and concerts.
* Play the piano for assemblies, musical groups and choirs in the preparatory school.
* Assist in the delivery of chamber music rehearsals.
* Act as a repetiteur for choirs / musicals when required.
* Look after notice boards and monitor departmental equipment (e.g. headphones, amplifiers etc.).
* Providing administrative support and assistance to the Music department.
* Supporting the work of the Music Secretary.
* Catalogue CDs, sheet music etc. and assist with SCS activities.
* Management of departmental web pages.
* Concert stage management.

**Please note this role involves some lifting, carrying and moving of musical equipment**

## Person Specification

**Skills**

* Interpersonal and communication skills, and the ability to interact with people at all levels
* Confidence/assertiveness/courteousness
* Knowledge of IT systems
* Good levels of literacy and numeracy
* Organisational skills, attention to detail, ability to organise and prioritise work
* Ability to meet deadlines and work under pressure
* Use of initiative
* Ability to play piano to a high level, with ideally one other instument

**Attributes**

* Tact and discretion
* Ability to work as part of a team
* Loyalty, energy, articulacy and diplomacy.
* Flexibility
* Adaptable and proactive attitude
* Friendly and highly professional approach to pupils, parents, staff and members of the public
* Appreciation of and sympathy for the objectives of an independent school

**Training**

* Preparedness to undertake training and development, as required.

**Terms and Conditions**

###### Salary

The salary for this post will be £16,614 per annum.

**Holidays**

This is a term time only post, with all holidays to be taken during school holidays.

# Pension Scheme

There is a contributory pension scheme detail of which will be provided to the successful candidate.

# Miscellaneous

Candidates should note that all appointments are subject to a satisfactory medical disclosure, an enhanced check with the Disclosure and Barring Service and such other pre-employment checks as the School is required to complete.

The site is not served by public transport and the candidate must have own transport; free parking is available.

The School has a strong commitment to the professional development of all staff and it is a condition of employment that all colleagues participate in any scheme of appraisal and professional development in force. The school is an equal opportunities employer.

**Applications**

Your completed application form should be sent to Human Resources ([staffvacancies@habsboys.org.uk](mailto:staffvacancies@habsboys.org.uk)) as soon as possible, so that we receive it no later than **8am on Wednesday 21st August 2019**. It is available from the school’s website: [www.habsboys.org.uk](http://www.habsboys.org.uk)

Curriculum Vitae are **not** accepted.

Interviews will be held week during week commencing **Monday 26th August 2019.**